

WESTWOOD FREE PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

MEETING DATE: Monday, March 25, 2024

CALLED TO ORDER: at 7:05 p.m. by Suzanne Gorham.

PRESENT: Martha Urbiel (MU), Suzanne Gorham (SG), Dennis Farrell (DF), Frank Zimmerman (FZ), Noeline Grefrath (NG), Claudia Gonzales-Doell (CGD), Bev Karch (BK), Linda Phayre (LP), Nickeisha Williams (NW), Mike Violano (MV) and Beth Dell (BD).

SUNSHINE LAW: Read by DF.

PUBLIC FORUM: No members of the public were present.

MINUTES: FZ made a motion to accept the minutes of the February 29 meeting; DF seconded. BK abstained. The motion carried.

TREASURER'S REPORT: MV presented the treasurer's report and cash management fund. The total of the checking account, cash management fund, and capital account is \$287,805.77. A motion to accept the report was made by DF; BK seconded. The motion carried.

The current bills list (7507-7525) was reviewed. A motion to accept the bills list was made by BK; NG seconded. The motion carried.

MV shared that first and second quarterly payments for operating expenses should be received next month.

COMMITTEE REPORTS: None.

MUNICIPAL CAPITAL REQUEST REPORT: MU shared that the leaking by the overhangs was addressed by roofers and the issue appears to be resolved.

BOARD MEMBERS TRAINING REPORT: BK completed an additional hour of trustee training regarding the State Library's resources.

STRATEGIC PLAN REVIEW (April and October): None.

BOROUGH LIAISON REPORT: None.

DIRECTOR'S REPORT: MU is still waiting on quotes from Library Creative Concepts for updating reference points and creating more space for public use. Awaiting the finalized budget

from the Borough and information regarding the possibility of replacing the main sliding doors that are aging.

Several children's and adult programs ran. The Garden Club began work on the Library grounds.

The hiring process continues for a children's librarian.

BCCLS introduced a new online catalog.

OLD BUSINESS: MV shared that the Friends will hold a movie trivia night fundraiser on April 19 at the Library.

NEW BUSINESS: MU shared that SG, MV, and Susan Hardin are new signers for the Lakeland Bank checking and capital accounts, and that Janet Dunn has been removed.

The Shade Tree Commission will plant trees on the Library grounds.

MU presented a resolution to establish a capital expense plan and appropriate excess funds from 2023. BK made a motion to approve the motion; NW seconded. The motion passed.

SG requested that MU share a copy of the bylaws with the trustees.

MEETING ADJOURNED: MV made a motion to adjourn; FZ seconded. The motion carried. The meeting was adjourned at 7:44 p.m. by DF.